

Workshops

January – March 2015

★ **Park City Employment Center**
1960 Sidewinder Dr. #103 • Park City
435-649-8451

Register for
 reserved seating.
 Walk-ins
 welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at jobs.utah.gov, or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

Job Seeking Skills

RESUMÉ WRITING/OPEN RESUMÉ LAB:

January 8	3:00 PM–4:30 PM
February 5	3:00 PM–4:30 PM
March 5	3:00 PM–4:30 PM

INTERVIEWING SKILLS:

January 15	3:00 PM–4:30 PM
February 12	3:00 PM–4:30 PM
March 12	3:00 PM–4:30 PM

JOB SEARCHING WITH TECHNOLOGY:

January 22	3:00 PM–4:30 PM
February 19	3:00 PM–4:30 PM
March 19	3:00 PM–4:30 PM

NETWORKING STRATEGIES:

January 29	3:00 PM–4:30 PM
February 26	3:00 PM–4:30 PM
March 26	3:00 PM–4:30 PM

EMPLOYMENT ESSENTIALS:

January 20	8:30 AM–10:30 AM
February 17	8:30 AM–10:30 AM
March 17	8:30 AM–10:30 AM

RESUMÉ WRITING/OPEN RESUMÉ LAB: Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

INTERVIEWING SKILLS: Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

JOB SEARCHING WITH TECHNOLOGY: Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications and sending or posting resumé. Basic computer skills required.

NETWORKING STRATEGIES: Learn how to design and implement a networking plan.

EMPLOYMENT ESSENTIALS: Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.

Workforce Services • jobs.utah.gov



Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240.
 Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.